

企業社會責任

Corporate Social Responsibility

摘要

- 土地註冊處積極參與本地的社區計劃，以履行企業公民責任。
- 我們不時與社會機構或其他政府部門合作，致力協助弱勢社群、關懷員工及保護環境。

(a) 企業公民

本處十分重視企業社會責任，致力成為優秀的企業公民。我們服務社群的活動集中在六大範疇：

(i) 支持社會服務

土地註冊處義工隊自2005年起與約十多個其他政府部門合力推動「義工服務協作計劃」。在2010/11年度，我們的義工隊為長者和兒童籌辦了25項義工活動。我們亦鼓勵同事參與器官捐贈和捐血等社區活動。

於2011年2月，我們獲香港社會服務聯會頒授連續5年「同心展關懷」標誌，以表揚我們持續為社會服務。

(ii) 鼎力募捐

我們鼓勵同事慷慨捐助公益金，參與其「商業及僱員募捐計劃」下的多項活動。

我們也積極參與其他具意義的籌款活動，包括自2002年起透過參加香港渣打馬拉松賽事，為香港殘疾人奧委會暨傷殘人士體育協會籌募經費，以及在2011年1月參與「昂步棧道」活動，以支持環境保育。

(iii) 促進平等機會

本處竭力促進全體員工的平等機會，消除有關性別、殘疾、家庭崗位和種族的歧視。

我們亦參與社會福利署的「陽光路上」培訓計劃及勞工處的「展翅·青見計劃」，為有需要人士提供培訓實習機會。此外，我們亦與國際成就計劃香港部合作，為中學生舉辦「工作影子日」。





Highlight

- As a responsible corporate citizen, the Land Registry actively participates in local community programmes.
- We strive to help the disadvantaged, care for our staff and protect the environment through partnership with social organisations or other Government departments.

(a) Corporate Citizenship

The Land Registry recognises the importance of social responsibility to the community and strives to uphold a high standard of corporate citizenship. Our community initiatives focus on six main areas:

(i) Supporting Social Services

The Land Registry Volunteer Team has joined hands with some ten other Government departments to run a "Crossover Volunteer Project" programme since 2005. In 2010/11, the Volunteer Team organised 25 volunteer activities for the elderly and children. We also encouraged our staff to participate in community programmes such as organ donation and blood donation.

In recognition of our continuing commitment to serving the community, the Hong Kong Council of Social Service awarded the "Fifth Consecutive Years" logo under the "Caring Organisation" scheme to the department in February 2011.



(ii) Encouraging Donations

We encourage our colleagues to make contributions to the Community Chest by participating in a variety of activities under its Corporate and Employee Contribution Programme.

We also participated in fund-raising activities in support of other worthy causes including raising funds for the Hong Kong Paralympic Committee and Sports Association for the Physically Disabled through participating in the Standard Chartered Marathon since 2002 and supporting the community's conservation drive through taking part in the Ngong Ping Charity Walk in January 2011.

(iii) Promoting Equal Opportunities

The Land Registry promotes equal opportunities for all staff and eliminates discrimination on the grounds of sex, disability, family status and race.

We also provide placement opportunities for people in need through participating in the Social Welfare Department's Sunnyway Programme and the Labour Department's Youth Pre-employment Training – Workplace Attachment Programme. In addition, we organised a Job Shadow Day for secondary school students in collaboration with the Junior Achievement Hong Kong.



(iv) 關懷員工

我們非常重視建立一個健康的員工隊伍。在2010/11年度，我們為員工安排了共35個關於職業安全與健康事宜的講座，主題包括急救訓練、使用顯示屏幕的健康錦囊、預防筋肌勞損、辦公室暴力處理和壓力管理等。

我們亦透過部門刊物、講座及員工康樂會的活動，鼓勵員工及其家屬保持工作和生活平衡，重視健康的生活模式。

(v) 保護環境

本處承諾確保部門各項業務和日常運作符合環保原則。為達此目的，我們：

- 制定環保政策，確定須進行環保工作的重點範疇；
- 繼續實行「減少廢物」、「物盡其用」、「循環再造」及「替換使用」的環保政策，並有效使用能源和資源，例如在2010年8月推出《土地註冊處通訊》電子版本，以取代其印刷版本；
- 到各個辦公室進行環保審核和突擊巡查，以推動同事持續關注環保；以及
- 利用各種刊物及參與如綠色和平舉辦的「無車日」活動，宣揚節約能源、反污染及循環再用等訊息，以提高員工的環保意識。

公眾人士可到本處的網頁瀏覽2010年管制人員環保工作報告，了解我們的環保成果。



(iv) Caring for Employees

We recognise the importance of maintaining a healthy workforce. In 2010/11, 35 seminars on occupational safety and health related issues, such as first aid care, health tips on the use of computer monitors, prevention of musculoskeletal disorders, handling of workplace violence and stress management, etc. were arranged for staff.

Staff's awareness of the importance of work-life balance and healthy life style was promoted through the department's publications, seminars and outings organised by the Staff Recreation Club for staff and their families.

(v) Being Green and Environmentally Friendly

The Land Registry is committed to ensuring that its business and daily operations are conducted in an environmentally responsible manner. To fulfill this objective, we have:

- formulated an environmental policy and set out key areas for actions;
- continued our drive in 4-Rs (i.e. reduce, reuse, recycle and replace) and efficient use of energy and resources. In particular, the Land Registry News in electronic format was launched in August 2010 to replace the paper version;



- undertaken environmental audit and surprise checks to various offices to keep up the momentum in environmental protection; and
- promoted green awareness among staff by putting across the message on energy conservation, anti-pollution and recycling initiatives, etc. through publications and participating in events such as Carfree Day organised by Greenpeace.

The Controlling Officer's Environmental Report 2010 with detailed environmental performance is available on the Land Registry's website.



(vi) 提供安全的工作環境



本處一向盡力為全體員工提供安全及舒適的工作環境，在保護員工健康及安全方面成效顯著。

我們在1997年成立部門安全管理委員會，負責制定及推行職業安全與健康的政策。我們為確保職業安全備有周全的指引和程序，並為員工提供符合人體工程學的辦公室家具和設施，以保障員工的職業健康。

我們亦定期檢查防火系統和滅火設備，並每年進行火警演習。我們更委任環保保安主任進行定期檢查，確保同事工作間的安全。

此外，我們自2003年起參加由環境保護署舉辦的「室內空氣質素檢定計劃」，為員工提供健康的工作環境。

自2010年4月起，我們在金鐘道政府合署的客戶服務中心設置了自動去顫器，作心臟急救用途，以備不時之需。

(b) 未來計劃

(i) 綠色管理

本處的業務運作對環境的影響主要在於紙張和電力的耗用。我們會繼續致力減少這兩方面的消耗，包括移除辦公室內非必要的照明、籌劃實行雙面列印土地文件、進一步推廣使用電子註冊摘要表格，以及擬備標準條款文件存放的計劃，以大幅減低按揭文件的頁數。

(ii) 公眾教育

為使學生更有興趣認識和深入了解土地註冊對香港社會、政治和經濟發展的意義，本處正計劃製作一套介紹香港土地註冊制度的雙語教材，作為新高中課程通識教育科的教學資源。該教材將有助學生了解現時的契約註冊制度及未來的業權註冊制度變革。

此外，我們也準備在部門的網頁設立網上資源中心，為所有持份者和公眾人士提供全面的學習資源平台。



(vi) Providing a Safe Workplace

The Land Registry spares no effort in providing a safe and comfortable work environment for all its staff and maintains a strong track record on health and safety performance.

A departmental Safety Management Committee has been in place since 1997 to formulate and implement policy on occupational safety and health. We have comprehensive guidelines and procedures for ensuring occupational safety and provide our staff with ergonomic office furniture and equipment to ensure occupational health.

Fire prevention system and fire fighting equipment are inspected regularly and fire drills are arranged annually. Environment and Safety Executives are appointed to conduct regular inspections to ensure the workplace is free from safety hazards.

As part of our efforts in providing a conducive working environment, we have participated in the Indoor Air Quality (IAQ) Certification Scheme organised by the Environmental Protection Department since 2003.

Since April 2010, we have provided an automated external defibrillator at our Customer Centre in Queensway Government Offices for emergency uses.



(b) Future Plan

(i) Green Management

The major impact of the Land Registry's business operations on the environment is the consumption of paper and energy. We will continue to strive for improvement in reducing consumption in these areas. The measures include the removal of non-essential lighting in offices, preparing for the implementation of double-side printing of land documents, further promoting the use of e-Memorial Form and making preparation for the proposal to allow the deposit of standard terms documents with a view to substantially reducing the volume of mortgage documents.

(ii) Public Education

To enhance students' interest and awareness of the significance of land registration in the social, political and economic development of Hong Kong, the Land Registry is planning to produce a bilingual teaching kit on land registration system in Hong Kong as a learning resource for the subject of Liberal Studies in the New Senior Secondary curriculum. This teaching kit will help promote the understanding of the existing deed registration system and the forthcoming reform through the introduction of title registration.

An Online Resource Centre is also planned to be set up on the Land Registry's website to serve as a comprehensive learning resource platform for all stakeholders and members of the public.